TIME LIMITS FOR GRIEVANCE PROCESS

Informal Resolution

- Individual complaint
- Group complaint

Unresolved

Mandatory informal resolution discussion

Resolved – both parties confirm/sign confidential resolution document within 10 days after discussion (See Clause 11.2)

Within 10 days of informal meeting, CL/Dean informs Member, in writing, of reasons for denying complaint

Step 1

- Individual grievance
- Group grievance

Unresolved

Within 10 days from receipt of grievance, Step 1 meeting held

Resolved – UWOFA/Admin, including griever confirm/sign confidential resolution document within 10 days after Step 1 meeting

Within 10 days of meeting, CL/Dean/Designate informs Association, in writing, of reasons for denying Step 1 grievance

Step 2

- Following from Step 1
- Policy grievance
- Where specified in CA

Unresolved

Within 10 days from receipt, Provost/Designate holds Step 2 meeting. All relevant documents at or before meeting

Resolved – UWOFA/Admin, including griever, confirm/sign confidential resolution document within 10 days after Step 2 meeting

Within 10 days after Step 2 meeting, Provost/Designate informs Association, in writing, of reasons for denying Step 2 grievance

Step 3

Within 15 days from receipt of letter from Provost/Designate denying Step 2 grievance, Association may refer the grievance to an arbitrator

ARBITERATION

*Time limits may be extended by agreement of the Parties